# Job Title: Executive Management Assistant

**Department:** City Manager's Office

**Immediate** 

**Supervisor:** City Manager/Deputy City Manager

<b>Origination Date:</b>	07/01/2001
<b>Revision Date:</b>	07/01/2012
Job Grade	608
FLSA Status	Exempt

#### **BRIEF DESCRIPTION OF THE JOB:**

Provides technical and administrative support to the City Manager or Deputy City Manager. Conducts research and administrative efficiency studies, prepares written reports and project briefings, prepares and delivers presentations, performs project management and statistical analyses, performs liaison duties, and provides assistance as needed. Work is performed under general direction and requires initiative and independent judgment.

#### **ESSENTIAL FUNCTIONS:**

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	S	Researches, compiles and analyzes information pertaining to emerging issues as defined by the Deputy City Manager. Catalogs, tracks and reports on emerging issues. In some cases, may research and recommend approaches to bring emerging issues to resolution. Provides updates and resolution information to various groups including Directors, Mayor/Council and their staff, and citizens.
2	S	Demonstrates continuous effort to enhance communications, solve problems, improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service, which may be achieved through participation on various standing or ad hoc committees.
3	S	Participates in annual update of Deputy City Manager's/City Manager's Office Strategic and Operational planning efforts.
4	S	Acts as liaison to constituents for the Deputy City Manager. Provides technical and administrative support by researching questions, topics, or citizen inquiries and providing timely, accurate feedback to relevant parties. Tracks issues from conception to finalization and informs the Deputy City Manager of the findings. Keeps Departments apprised of current issues.

	Physical Strength Code	ESSENTIAL FUNCTIONS
5	S	Assists with planning, coordinating, and monitoring special programs or projects by scheduling and facilitating meetings, performing administrative work involving research, problem and dispute resolution, program or project management, statistical analyses, preparation of reports and COACs, taking minutes, updating plans as needed, producing and distributing status reports, researching and collecting information, creating action plans, and preparing documents and contracts.
6	S	Attends various meetings with and/or on behalf of the Deputy City Manager. Summarizes the highlights of the meetings, provides feedback on the meetings and follows up on issues discussed. Additional duties may include staffing boards, commissions, and committees.
7	S	Prepares weekly, monthly, annual, and special reports as well as presentations for the Deputy City Manager as directed.
8	S	Assists with recruitment of positions as vacancies or new positions occur within the City Manager's Office, which may include contract preparation, job description review, evaluation material preparation, candidate evaluation, and working with Human Resources to develop various recruitment strategies.
9	S	Assists in the update for the City's strategic plan. Additionally, facilitates sessions in departments to assist in their strategic planning efforts
10	S	Participates in the city-wide effort of performance measuring by assisting departments in the development of these measures and by assisting Budget in the tracking of these measures.

### **JOB REQUIREMENTS:**

	JOB REQUIREMENTS
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Minimum one year experience in a related field.
Certifications and Other Requirements	Valid Driver's License.
Reading	Work requires the ability to read and comprehend development agreements, council actions, and trade journals.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, and division.
Writing	Work requires the ability to write memoranda, correspondence, reports and produce written documents with clearly organized thoughts using proper English sentence construction, punctuation, and grammar.
Managerial	Job has no responsibility for the direction or supervision of others but may provide advice/direction to an employee with less experience/skill or tenure.
Policy / Decision Making	Moderate - The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Projects and daily work are managed with little oversight, however special assignments and significant work products may be reviewed upon completion. Typically positions in this category are supervisor to mid-management jobs.
Budget Responsibility	Significant - Supports the preparation of budget documents; may do research to justify data used in documents for a unit or division of a department. May recommend budget allocations. Often compiles data and/or enters or oversees data entry. May have responsibility for monitoring budget expenditures (typically non-discretionary expenditures).
Technical Skills	Broad Application - Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
Interpersonal / Human Relations Skills	Moderate - Interactions at this level usually impact the implementation of policies. Contacts may involve interpretation of how policies are implemented and may require discussion and the support of controversial positions or the negotiation of sensitive issues or important presentations. During interactions on policy implementation, contacts may also involve stressful, negative interactions requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.

## **Physical Demands**

**Frequency Code Scale** 

N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
Never occurs	Less than 1 hour/week	Up to 1/3 of the time	From $1/3$ to $2/3$ of the time	2/3 or more of the time

Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)	Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)
Standing	□ N □ R ⊠ O □ F □ C		Pushing/ Pulling	□ N □ R □ O □ F □ C	<ul> <li>☒ File drawers</li> <li>☐ Equipment</li> <li>☒ Tables and chairs</li> <li>☐ Hoses</li> </ul>
Fine Dexterity	□ N □ R □ O □ F ⊠ C	<ul><li>☑ Computer keyboard</li><li>☑ Telephone keypad</li><li>☑ Calculator</li><li>☐ Calibrating equipment</li></ul>	Climbing	□ N ⊠ R □ O □ F □ C	Stairs     Ladders     Step stools     Onto equipment
Walking	□ N □ R ⊠ O □ F □ C	<ul><li>☑ To other departments/offices</li><li>☐ Around work site</li></ul>	Vision	□ N □ R □ O □ F ⊠ C	<ul><li>☒ Reading</li><li>☒ Computer screen</li><li>☒ Driving</li><li>☐ Observing work site</li></ul>
Lifting	□ N ⊠ R □ O □ F □ C	<ul><li>☑ Supplies</li><li>☐ Equipment</li><li>☑ Files</li></ul>	Foot Controls	□ N ⊠ R □ O □ F □ C	<ul><li>☑ Driving</li><li>☐ Operating heavy equipment</li><li>☐ Operating Dictaphone</li></ul>
Carrying	□ N □ R ⊠ O □ F □ C	⊠ Supplies □ Equipment ⊠ Files	Balancing	⊠ N □ R □ O □ F □ C	☐ On ladders ☐ On equipment ☐ On step stools
Sitting	□ N □ R □ O □ F ⊠ C	<ul><li>☑ Desk work</li><li>☑ Meetings</li><li>☑ Driving</li></ul>	Bending	□ N ⊠ R □ O □ F □ C	<ul><li>☒ Filing in lower drawers</li><li>☒ Retrieving items from lower shelves/ground</li><li>☐ Making repairs</li></ul>
Reaching	□ N □ R □ O ⊠ F □ C	<ul><li>☒ For supplies</li><li>☒ For files</li></ul>	Crouching	□ N ⊠ R □ O □ F □ C	☐ Filing in lower drawers ☐ Retrieving items from lower shelves/ground
Handling	□ N □ R ⊠ O □ F □ C	<ul><li>☑ Paperwork</li><li>☐ Monies</li></ul>	Hearing	□ N □ R □ O □ F ⊠ C	⊠ Communicating via     telephone/radio, to     co-workers/public     □ Listening to equipment
Kneeling	□ N ⊠ R □ O □ F □ C	<ul><li>☒ Filing in lower drawers</li><li>☒ Retrieving items from lower shelves/ground</li></ul>	Twisting	□ N □ R ⊠ O □ F □ C	<ul><li>☒ From computer to telephone</li><li>☒ Getting inside vehicle</li></ul>
Crawling	□ N ⊠ R □ O □ F □ C	☑ Under equipment ☐ Inside attics/pipes/ditches	Talking	□ N □ R □ O ⊠ F □ C	☑ Communicating via telephone/radio, to co-workers/public
Other		(Explain)			

Physical Demands (continue	,	A * 1						
Machines, Tools, Equipment Telephone, fax, copier, calculator, vehic		Alas:						
receptione, rax, copier, calculator, vente	iic.							
Computer Equipment and S								
Computer, scanner, printer, various diff	erent software p	orograms.						
<b>Environmental Factors:</b>								
Environmental Condition	ons	Never	Seasonally	Several T Per Mo		Several Ti Per Wee		Daily
Extreme temperature (heat, cold, extreme temp. changes fr work)	om outside	×						
Wetness and/or humidity (bodily discomfort from moisture)		×						
Respiratory hazards (fumes, gases, chemicals, dust and di	rt)	×						
Noise and vibration (sufficient to cause hearing loss)		⊠						
Physical hazards (high voltage, dangerous machinery, aggressive prisoners, patients – <u>not customers</u> )		×						
Health and Safety Condition	ıs:							
Health and Safety Conditions	N = Never	R = Rarel	,	ccasionally		Frequently		Constantly
	Never	Less than		r more of	-	n 1/3 to 2/3		or more of
	occurs	hour per we	ek the	e time	of	the time	1	the time
Mechanical hazards	×							
Chemical hazards	×							
Electrical hazards	×							
Fire hazards	×							
Explosives	×							
Communicable diseases	×							
Physical danger or abuse	×							
Other (specify)								
Primary Work Location:  ☐ Office Environment ☐ Warehouse ☐ Shop ☐ Vehicle ☐ Recreation Centers/Neighborhoo ☐ Outdoors ☐ Other (Specify)	d Centers							
Protective Equipment Requi	ired:							

### **Job Demands**

### **Overall Strength Demands:**

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⊠ Sedentary	Exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.
□ Light	Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly <u>AND/OR</u> walking or standing to a significant degree.
☐ Medium	Exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.
☐ Heavy	Exerting 50-100 pounds occasionally, 25-50 pounds frequently, or from 10 up to 20 pounds constantly.
☐ Very Heavy	Exerting over 100 pounds occasionally, 50-100 pounds frequently, or from 20 up to 50 pounds constantly.

## **Non-physical Demands:**

Non-physical Demands	Frequently	Occasionally	Rarely	Never
Time Pressures	X			
Emergency Situations		×		
Frequent Change of Tasks	×			
Irregular Schedule/Overtime		×		
Performing Multiple Tasks Simultaneously	×			
Working Closely with Others as Part of a Team	×			
Tedious or Exacting Work		×		
Noisy/Distracting Environment		×		
Other (Describe below.)				

#### **EXPECTED BEHAVIOR:**

#### **Staff – Expected Behavior**

The employee is expected to embrace, support, and promote the City's values, beliefs, and culture Which include but are not limited to the following:

- Be positive. Do not participate in gossip
- Maintain confidentiality
- Walk the talk uphold and live the Goodyear culture
- Encourage positive feedback
- Be accountable submit responses to all requests for information by due date and meet deadlines
- Support a learning culture
- Be on time for all meetings
- Create and implement ethical standards for your worksite
- Be fiscally responsible
- Support the City's values and mission
- Let common sense prevail
- Be visionary anticipate issues
- Support organizational change
- Establish and maintain positive and effective working relationships with co-workers, supervisors, subordinates, contractors and vendors
- Understand City policies and procedures, make rational decisions/recommendations in accordance with established policy.
- Work in a safe manner and report unsafe activities and conditions. Follow the City-wide safety policy and everyone's responsibility. Make it a critical part of the day to day operations.
- Foster teamwork and actively participate on teams and in City activities
- Lead by example
- Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

#### **SIGNATURES—REVIEW AND COMMENT:**

	Signature of Employee	Date
Job Title of Supervisor	Signature of Supervisor	Date
bb Title of Department Director	Signature of Department Director	Date

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.